

**U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
CALIFORNIA STATE OFFICE**

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To: Division, Staff and Branch Chiefs
Attn: Program Leads

From: Deputy State Director, Support Services

Subject: Review of State Office Forms Stock

DD: 12/30/03

The State Office central files unit will be decreasing its forms supply of stock-on-hand. This past June the Washington Office established policy (WOIM2003-199) regarding conversion of paper-based forms to electronic format. A "Forms Central" web-based repository is in Phase One of a three-phased progression. It is anticipated that appropriate Bureau forms will be available in an Adobe Acrobat format for "print-on-demand" by January 1st, 2004. The web site will be accessible through the National Business Center in Denver. The Bureau Forms Manager, Karen Wrenn, will soon be issuing guidance pertaining to the web site and the status of the project.

Some BLM and non-BLM electronic forms are already available through the BLM Business Center. Many of the non-BLM forms used by program personnel are currently available electronically through the General Services Administration or other web sites. Phase Two of the conversion project will take place in 2004 and will include non-BLM forms utilized by the Bureau.

A listing of forms stocked in the State Office central files is attached for review. Form numbers marked with a single asterisk note the availability and source of an electronic format for that item. The State Records Manager is asking Program Leads to review the list of "Forms in Stock" for forms used in their individual programs. Please take the time to access the electronic forms site where indicated. Mark the attachment to note if the paper form is no longer required, or still needs to be maintained in stock at this time. A response is due to the State Records Manager, Louise Tichy, by December 30, 2003. Your cooperation is appreciated.

Signed
Karen Barnette
DSD, Support Services

Authenticated
Louise Tichy
Records Management

1 Attachment
1 – Forms List (11 pp)